

**BACHELOR OF COMMERCE**  
**Finance & Taxation**  
**And**  
**Computer Application**

## **1. Courses and Duration of Examinations**

Total credits: 120

Working Days per Semester: 90

Working Hours / Semester: 450

Internal Evaluation: 20%; External Evaluation: 80%

## **2. Title of the Programme**

This Degree shall be called Model I

1. Bachelor of Commerce (B.Com) - Finance & Taxation
2. Bachelor of Commerce (B.Com) - Computer Applications

## **3. Eligibility for admission**

3.1. Admission to B.Com Degree Programme shall be open only to candidates who have passed the plus Two of the Higher Secondary Board of Kerala or Board of Examinations in any State recognised as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with Accountancy and any two of the following subjects, (1) Commerce (2) Commercial Correspondence and Commercial geography (3) Economics (4) Life Insurance with Salesmanship (5) Banking with Secretarial Practice (6) Business Studies (7) Mathematics (8) Computer Science (9) Computer Application (10) Informatics Practice and (11) Management  
OR

Have passed Plus Two or equivalent examination recognised by this University with other subjects under Part III optional, provided they have secured 45% of the aggregate marks or an examination accepted by the University as equivalent thereto subject to the restrictions regarding marks as mentioned above. However, candidates belonging to scheduled caste and scheduled tribe need to have only a pass in the qualifying examination.

### **3.2. The selection and admission**

The selection and admission to the course will be strictly according to criteria fixed by the College.

## **4. Duration of the Programme**

The duration of the B.Com programme of study is three academic years with six semesters

## **5. Medium of instruction**

The medium of instruction and examination shall be English. The students may write the examinations in English or in Malayalam, except for language papers.

## **6. Courses of study**

The total number of courses for the whole B.Com programme is 34. It is divided into four courses namely:-

1. Common courses
2. Core and complementary Courses
3. Open Courses.

Four common courses, Core Courses, Complementary Courses and Open Courses shall be taught by Commerce Teachers

## 7. Continuous Evaluation

All courses shall have continuous internal assessment comprising of:-

- |    |                                           |          |
|----|-------------------------------------------|----------|
| 1. | Attendance                                | 5 Marks  |
| 2. | Presentation/Report/Viva/Business Plan    | 10 Marks |
| 3. | In-semester Examination [ average of two] | 5 Marks  |

## 8. Attendance

A candidate shall attend at least a minimum of 75% of the number of classes actually held for each of the courses in each semester to be eligible for appearing for the examination in that course. If the candidate has shortage of attendance in any course in a semester the student shall not be allowed to appear for any examination in that semester. However the College may condone shortage if the candidate applies for it as laid down in College procedures. Attendance will be evaluated as below:

Above 90%	5 marks
85 to 89% : 4 marks	4 marks
80 to 84% : 3 marks	3 marks
76 to 79% : 2 marks	2 marks
75%	1 marks

## 9. Presentation/Report/Viva/Business Plan

- |                   |                                           |
|-------------------|-------------------------------------------|
| Semester 1        | -Presentation on general topic            |
| Semester 2, 4 & 6 | -Subject Viva                             |
| Semester 3        | - Business Plan Presentation [group wise] |
| Semester 5        | - Summer Placement Report                 |

## 10. In-semester Examination

The College shall conduct two In-semester examinations per semester.

## 11. End Semester Examination

The College shall conduct and value end semester examinations for each of the courses according to the provisions of The Examination Manual of the College. The duration of the examination shall be three hours for each course.

## 12. Project Report

During the Fifth semester every student shall prepare a project report on a topic related to Commerce. Project work must be done individually. Project work should be done under the supervision and guidance of Teachers. The topic of the project should be on any issues related to Commerce. Two copies of the project report in English with not less than 40 pages (Printed or typed in A4 size paper) should be submitted by the student before one month of closing of the sixth semester.

### 12.1 Structure of the Report

- Title Page

- Certificate from the guide
- Name of the Student, Name and Designation of the supervising Teacher
- Acknowledgements
- Contents
- Chapter I: Introduction (Research problem, Objectives of the study, methodology etc)
- Chapter II: Review of Literature
- Chapter III: Data Analysis
- Chapter IV: Summary /findings/ Recommendations
- Appendix (Questionnaire, Specimen copies of forms, other exhibits etc.
- Bibliography

### 12.2 Evaluation of the Project Report.

The project report shall be subject to internal and external evaluation followed by a Viva voce. Internal Evaluation is to be done by the supervising teacher and external evaluation by an external evaluation board consisting of an examiner appointed by the College and the Head of the Department or his nominee. A viva voce related to the project work will also be conducted by the external evaluation board and students have to attend the viva voce individually.

The student should get a minimum of 40 marks for the project Report. If the student fails in project evaluation, he or she shall submit the project report after modifying it on the basis of the recommendations of the examiners.

### 12.3 Distribution of marks for Project

Distribution	Marks
Internal	20
Viva-voce	20
Dissertation	60
Total	100

### 13. Internal and External marks for all theory papers without practical for each semester

C.E	20 %
External	80 %

### 13.1 Distribution of Internal marks for Theory papers with practical

Attendance:	2 marks
Assignment/Seminar/Viva	3
Test papers	5

### 14. Internal and External marks for theory papers with practical

Internal	External
20	80

### 14.1 Distribution internal marks for practical papers

Attendance:	5 marks
Record	10 marks
Lab involvement	5 marks

**15. Pattern of questions for External Examination for each semester (theory paper only)**

Total number of questions	Number of questions to be answered	Marks for each Question	Total marks
10	10	2	20
9	6	5	30
5	3 (Question No 20 compulsory)	10	30
<b>Total 24</b>	<b>19</b>		<b>80</b>

**16. Pattern of questions for External Examination (theory papers with practical)**

Total number of	Number of	Marks for each	Total marks
8	8	1	8
10	6	2	12
6	4	4	16
4	2	12	24
<b>Total 28</b>	<b>20</b>		<b>60</b>

**17. Minimum Credit Requirement**

Programme Duration	6 Semesters
Minimum credits required for successful completion of the programme	120
Minimum credits required for common (English) courses	22
Minimum credits required for common languages other than English	16
Minimum credits required for Core + Complementary courses including project	78
Open course - minimum credit required	4
Minimum attendance required	75%

**18. Criteria for grading**

Mark	Grade
90 and above	A+ Outstanding
80 to 89	A Excellent
70 to 79	B Very Good
60 to 69	C Good
50 to 59	D Satisfactory
40 to 49	E Adequate
Below 40	F Failure

**18.1 Separate grading will be awarded to:-**

1. Core and complementary courses
2. Common Course (English)
3. Other than English Languages
4. Open Courses/ Electives

### **19. Requirement for passing the B Com Programme**

For passing the B Com Degree programme the student shall be required to achieve a minimum of 120 credits of which 38 credits shall be from common courses, 78 credits from core and complimentary courses, and 4 credits from open courses. A separate minimum of 40% mark in internal and external in each course is needed to get a pass in the B Com Degree.

## B.COM DEGREE PROGRAMME (MODEL I) COURSE STRUCTURE, CREDIT AND INSTRUCTIONAL HOURS

### Optional Courses

1. Finance and Taxation
2. Computer Applications

### COMMON COURSES

Sl.No	Common courses	Credit	Hours
1	Language English 1	4	5
2	Second Language 1	4	4
3	Language English 2	4	5
4	Second Language 2	4	4
5	Language English 3	3	3
6	Language English 4	3	3
7	Foundation Course in Commerce	4	4
8	Foundation Course in Accounting	4	4
9	E-Commerce	4	4
10	Entrepreneurship Development and Project Management	4	4
	Total	38	

### CORE AND COMPLEMENATRY

Sl No	Core and Complementary courses	Credit	Hours
1	Statistics for Commerce	3	4
2	Banking Theory and Practice	3	4
3	Fundamentals of Business law	3	4
4	Quantitative Techniques	3	4
5	Principles of Business Management	3	4
6	Corporate Regulations	3	4
7	Marketing Management	3	4
8	Financial Accounting	4	5

9	Economic & Labour Regulations	2	3
10	Optional Course 1	3	5
11	Capital Market	4	5
12	Corporate Accounting	4	5
13	Financial Services	2	3
14	Optional Course –II	3	5
15	Cost Accounting	4	5
16	Marketing Communication	4	5
17	Advanced Financial Accounting	4	6
18	Optional Course III	3	5
19	Applied Cost Accounting	4	5
20	Principles of Business Decisions	4	5
21	Auditing – Theory & Practice	3	5
22	Management Accounting	4	5
23	Optional course IV	3	5
24	Project and Viva Voce ( internal )	1	
	Total	78	

<b>OPTIONAL COURSES</b>			
<b>Finance and Taxation</b>			
Sem III	Financial management	5	3
Sem IV	Indirect taxes	5	3
Sem V	Income Tax Law & Practice	5	3
Sem VI	Income Tax Assessment and Procedure	5	3
<b>Computer Applications</b>			
Sem III	Advanced Excel	5	3
Sem IV	Computerized Accounting I	5	3
Sem V	Computerized Accounting II	5	3
Sem VI	Data Base Management for Business	5	3
<b>OPEN COURSE</b>			
Sem V	Fundamentals of Accounting	4	4

**COURSE STRUCTURE**



**B.Com Degree Programme (Model-1 Finance and Taxation)**  
**SEMESTER I**

Course Code	Course Title	Instructional Hours	Credit
CEN101	Language –English	<b>5</b>	4
	Second Language- Malayalam/ Hindi/ Syriac/ French	4	4
BCM101	Business Statistics	4	3
BCM102	Banking Theory and Practice	4	3
BCM103	Fundamentals of Business Law	4	3
BCM104	Foundation Course in Commerce	4	4
	Total	25	21

**SEMESTER II**

Course Code	Course Title	Instructional Hours	Credit
CEN202	Language English	<b>5</b>	4
	Second Language- Malayalam/ Hindi/ Syriac/ French	4	4
BCM205	Quantitative Techniques	4	3
BCM206	Principles of Business Management	4	3
BCM207	Fundamental of Corporate Regulations	4	3
BCM208	Foundations for Accounting	4	4
	Total	25	21

### SEMESTER III

Course Code	Course Title	Instructional Hours	Credit
CEN303	Language –English	3	3
BCM309	Marketing Management	5	4
BCM310	Financial Accounting	5	4
BCM311	Economic & Labour Regulations	3	2
BCM312	E-Commerce	4	4
BCM313	Optional Course <b>Finance &amp; Taxation Paper I - Financial Management</b>	5	3
BCM314	Optional Course <b>Computer Applications Paper I- Advanced Excel</b>	5	3
BCM3P01	Advanced Excel-Practicals		
		25	20

### SEMESTER IV

Course Code	Course Title	Instructional Hours	Credit
CEN404	Language- English	<b>3</b>	3
BCM415	Capital market	<b>5</b>	4
BCM416	Corporate accounting	5	4
BCM417	Financial Services	3	2
BCM418	Entrepreneurship Development and project Management	4	4
BCM419	<b>Finance &amp; Taxation – Indirect Tax</b>	5	3
BCM420	<b>Computer Applications</b> Computerized Accounting I	5	3
BCMP402	Computerized AccountingI- Practicals		
		25	20

### SEMESTER V

Course Code	Course Title	Instructional Hours	Credit
BCM521	Cost accounting	5	4
BCM522	Marketing Communication	5	4
BCM523	Advanced financial accounting	6	4
BCM524	<b>Finance &amp; Taxation- Paper III-</b> Income Tax Law & Practice		
BCM525	<b>Computer Applications- Paper III-</b> Computerized Accounting II		
BCM5P03	Computerized Accounting II- Practicals		
OCM501	Open course-Fundamentals of Accounting	4	4
		25	<b>19</b>

### SEMESTER VI

Course Code	Course Title	Instructional Hours	Credit
BCM626	Advanced Cost Accounting	5	4
BCM627	Principles of Business Decisions	5	4
BCM628	Auditing	5	3
BCM629	Management Accounting	5	4
BCM630	<b>Finance &amp; Taxation- Paper IV-</b> Income Tax Assessment & Proceedure	5	3
BCM631	<b>Computer Applications- Paper IV-</b> Data Base Management in Business	5	3
BCM6P04	Data Base Management In Business-Practicals		
BCM6PJ	Project and Viva [internal]		1
		25	19

### SEMESTER I

## STATISTICS FOR COMMERCE

**INSTRUCTIONAL HOURS – 72**

**CREDIT – 3**

### **Learning Objective**

1. To learn basic statistical tools to summarize and analyse quantitative information for decision making.
2. To develop critical and analytic thinking skills.
3. To be able to effectively conduct research.

**Expected Coverage** - Introductory basic topics in statistics are covered.

**Evaluation Pattern** - The statistical skill level is tested by problem solving questions both in the in semester and end semester examinations. 40% of the questions should be aimed to check the theoretical knowledge and the rest 60% should be intended to assess the practical knowledge of the students.

### **Course Contents**

**Module I –Business Statistics- Introduction**-Meaning and Definition-Functions of Statistics-Importance of Statistics-limitations of Statistics-Distrust of Statistics.(5 Hours)

**Module II- Measures of Central Tendency:** a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean. b) Positional Averages-Median, Quartiles, Deciles, Percentiles and Mode (20 Hours)

**Measures of dispersion III--Concept-** Absolute and relative measure-Range-Inter quartile range-Quartile Deviation-Mean Deviation-Standard Deviation- Merits and Demerits-Relevance and applications in Business- Co-efficient of variation. (20 Hours)

**Module IV- Skewness, Moments and Kurtosis-** Skewness- Karl Pearsons and Bowleys co-efficient- -Moments (Central Moments only) – Skewness based on moments- Kurtosis based on moments. (15 Hours.)

**Module V – Index Numbers-** Meaning- Importance - Characteristics and uses of Index Numbers- Price Index- Quantity index-Value based index numbers- Methods of constructing index numbers- - Test of consistency- Base shifting, splicing and deflating - Problems in construction of index numbers. Construction of consumer price indices. Important share price indices including BSE SENSEX and NSE NIFTY. (12 Hours.)

### **Reference Texts**

1. Statistics for Management, Levin, Richard and David S. Rubin- Prentice Hall of India.
2. Statistical Methods, Gupta S P -Sultan Chand and Sons, New Delhi.
3. Fundamentals of Statistics, Gupta, S.C. Himalaya Publishing House.
4. Fundamentals of Statistics, Elhance D N- Kitab Mahal Publications
5. Fundamentals of Business Statistics, Sharma J K - Pearson Education India
7. Business Statistics, Sharma J K - Pearson Education India.

**SEMESTER I**  
**BANKING THEORY AND PRACTICE**

**INSTRUCTIONAL HOURS – 72**

**CREDIT – 3**

**Learning Objectives:**

1. To learn the fundamentals of banking in general.
2. To familiarise with the new concepts in the Indian banking system.

**Expected Coverage** - Basics of banking including key terms and usages.

**Evaluation Pattern** -The knowledge level will be examined through theory based examinations.

**Course Contents**

**Module I – Introduction-Origin and Evolution of banks-** Meaning and definition of banking-  
-Structure of Indian Banking system- Classification of banks- Functions of commercial banks :  
Primary and Secondary functions (Conventional and innovative functions) -Credit creation. (10  
Hours)

**Module II - Social Banking Initiatives in Indian Banking-** Nationalisation of Banks and its  
objectives-Social Banking: Lead bank scheme, Service Area Approach, Village Adoption  
Scheme, DRI Scheme, Priority Sector Lending- Rural banking: Institutional arrangement for  
Rural Financing and their functions : NABARD, RRBs, LDBs, Co-operative banks- Financial  
inclusion: financial inclusion Delivery models- Pradhan Mantri Jan Dhan Yojana(25 Hours)

**Module III - Policy Reforms and Innovations in Indian Banking-**Banking sector reforms:  
Narasimham Committee Report I and II – Prudential norms: Capital Adequacy norms –  
Classification of Assets and Provisioning,- NPA - Causes and Remedial Measures – Banking  
Ombudsmen Scheme. Technology driven developments - ATM, Debit cards, Credit cards,  
Mobile banking, Internet banking, CORE banking- EFT: NEFT, RTGS, SWIFT- Cheque  
Truncation System. (17 Hours)

**Module IV- Central Banking and Monetary Policy-** Evolution- Definition- Functions-  
Reserve Bank of India- Organisation and management- Functions- Monetary policy- Regulatory  
measures: Bank rate, CRR, SLR, Liquidity Adjustment Facility(LAF), Repo and Reverse Repo,  
Marginal Standing Facility (MSF). (10 Hours)

**Module V-Banker and customer-**Meaning and Definition-Relationship- General and special  
relationship - Rights and Obligations-Procedure of Opening Deposit accounts- -Closure of  
accounts- Cheque crossing and endorsement.(10 Hours)

**Reference Texts**

1. Banking Theory Law and Practice by Gordon & Natarajan - Himalaya Publishing House
2. Banking Law and Practice in India by Tandon M.L- Indian Law House
3. Banking Law and Practice by Maheshwari. S.N.: - Vikas Publication
4. Banking Theory Law and Practice by Shekar. K.C- Vikas Publication.

**SEMESTER I**  
**FUNDAMENTALS OF BUSINESS LAW**  
**INSTRUCTIONAL HOURS-72**

**CREDIT-3**

**Learning Objectives** - This course provides a general understanding of the regulatory environment in India which a business man necessarily should know.

**Expected Coverage** – The study on business law covers mainly The Indian Contract Act and Negotiable Instruments Act so as that learners will be able to appreciate the relevance of business law to individuals and businesses and the role of law in an economic, political and social context and to identify and formulate the legal issues that apply to the facts of a described situation or problem.

**Evaluation Pattern** -The knowledge level will be examined through theory based examinations.

**Course Contents**

**Module -1-Law and Society-** Meaning of law- Branches of law- business law-Sources of business law in India- business law and managers (self-study)

**Module-2 -Law of Contracts** - The Indian Contract Act, 1872- Definition of contract -Nature of contract- Classifications- Essential elements-offer acceptance, consideration, capacity ,Free consent, legality of object and consideration, performance of contract, discharge of contract, breach of contract, remedies for breach of contract-Quasi contract. (25Hours)

**Module-3- Law of Agency** -Essentials, kinds of agents, rights and duties of agent and principal, creation of agency, termination of agency (17 Hours)

**Module-4- Sale of Goods Act, 1930**-Formation of contract of sale - Essentials of contract of Sale- goods and their classification- Conditions and warranties- Transfer of property in Goods-Performance of contract of sale -Unpaid seller and his rights. (15Hours)

**Module -5- Negotiable Instruments Act1881-** nature of negotiable instruments- types -parties to negotiable instruments-negotiation-presentment-payment in due course-endorsement-dishonour- discharge of parties.(15 Hours)

**References Texts**

1. Business Law- V Balachandran , McGraw Hill Education (India) Private Limited
2. Business laws -Garg, Publisher:-Kalyani publishers, New Delhi
3. Elements of Mercantile Law -N.D.Kapoor, Sultan Chand & Sons, New Delhi
4. Mercantile Law: S. S. Gulshan, Publisher, Excel Books New Delhi
5. A Manual of Mercantile Law (Including Industrial Law) M.C. Shukla, S. Chand New Delhi

**SEMESTER 1**  
**FOUNDATION COURSE IN COMMERCE**

**INSTRUCTIONAL HOURS – 72**

**CREDIT – 4**

**Learning Objectives –**

This course provides a general understanding of the commercial environment in India which commerce students necessarily should know.

**Expected Coverage –** The paper covers the basics of trade, commerce, economy etc.

**Evaluation Pattern -**The knowledge level will be examined through theory based examinations.

**Course Contents**

**Module 1 -Commerce and industry-** Commerce-meaning – classification – trade – aids to trade- industry- meaning- importance- Types -classification- genetic industry- primary-extractive industry – manufacturing industry- construction industry) (Self-study)

**Module 2-Business –**meaning – definition- objectives – business ethics – social responsibilities of business- forms of business organizations –sole trading concern –partnership firms –joint Hindu family – joint stock Company- cooperative societies- LLP-OPC - Comparison of merits and demerits of different forms (22 Hours)

**Module 3-Indian economy-** Types of economy- Features of underdeveloped, developing and developed economy- Features and Problems of Indian economy-Public sector- Private sector-Joint sector-Co-operative sector-Importance of Infrastructural development- Rural &urban infrastructure- Public Private Participation (PPP) – BOT -liberalisation-Privatisation and Globalisatio (23 Hours)

**Module 4- Indian Five year plans -** Economic Planning Meaning, Nature and Objectives of economic planning- Features and types of planning- Planning process-Techniques and tools of planning- Evaluation of five year plans in India. Preparation of Central budget- Deficit financing- Plan and Non-Plan expenditure- Evaluation of current budget. (15 Hours)

**Module 5 – Investment -** Meaning –differences between investments – gambling – speculation –modes of investment – purposes - insurance as a mode of investment. ( 12 Hours)

**Reference texts**

1. Indian Economy, Venkata Mohan, Feynman IAS Institute
- 2 Indian Economy: Performance and Policy, Uma Kapila, Academic Foundation
3. Infrastructure Development and the Indian Economy, L. N. Dash, Regal Publications.
4. Indian Economy, Ruddar Datt & K.P.M.Sundharam, Revised by Gaurav Datt & Prof.Ashwani Mahajan

## SEMESTER 2 QUANTITATIVE TECHNIQUES

**INSTRUCTIONAL HOURS – 72**

**CREDIT – 3**

**Learning Objectives:** To familiarize students with the use of advanced quantitative techniques in managerial decision making.

**Expected Coverage** – Basics of statistical data and tools useful for measurement and analysis.

**Evaluation Pattern** – The student is evaluated through examinations consisting theory to measure conceptual skill and problems to measure analytical skills. 40% of the questions should be aimed to check the theoretical knowledge and the rest 60% should be intended to assess the practical knowledge of the students.

### Course Contents

**Module I – Introduction to sampling**-Data types- primary & secondary-Quantitative and qualitative- Methods of data collection- Census and sample study. Sampling- Theories of sampling- Essential characteristics of a sample- Methods of sampling. Sampling and Non-sampling errors. (10 Hours)

**Module II- Introduction to Probability** – Theory of Probability- Basics of Permutation and combination- Approaches to the calculation of probability- Addition and multiplication laws of probability- Conditional probability - Bayes Theorem. (20 Hours)

**Module III- Association of Attributes**- Introduction- Notation and Terminology- Order of data- Consistence of Data- Methods of studying Association- Comparison of Actual and Observed frequencies, Proportion method, Yules coefficient of association, and Coefficient of Colligation. (15Hours)

**Module IV- Correlation and Regression Analysis**- Meaning of Correlation – Types of Correlation.-Causation and correlation.- Methods of studying Correlation; Scatter diagram, Pearson's co-efficient of correlation- Probable and standard error. Rank Correlation Regression Analysis- Principle of least squares and regression lines. Regression equations and estimation. Standard Error of Estimates. (15 Hours)

**Module V – Time series Analysis** - Definition-Components of time series- Methods of determination of trend-Methods of moving average-Methods of least squares-Scope in business (12 Hours)

### Reference Texts

- 1.Statistics for Management -Levin, Richard and David S. Rubin- Prentice Hall India.
- 2.Statistical Methods - Gupta S P -Sultan Chand and Sons, New Delhi.
3. Fundamentals of Statistics - Gupta, S.C- Himalaya Publishing House.
- 4.Fundamentals of Statistics -Elhance D N- Kitab Mahal Publications
- 5.Fundamentals of Business Statistics - Sharma J K - Pearson Education India
- 6.Basic Statistics - Agarawal B.L. -New Age International Publishers.
- 7.Business Statistics - Sharma J K Pearson Education India.



**SEMESTER 2**  
**PRINCIPLES OF BUSINESS MANAGEMENT**

**INSTRUCTIONAL HOURS – 72**

**CREDIT – 3**

**Learning Objectives** – To learn the basics of managerial functions in a common business and non-business environment.

**Expected Coverage**– Evolution of management and five general managerial functions

**Evaluation Pattern** – The knowledge level will be examined through theory based examinations

**Course Contents**

**Module 1 -Introduction to management-** definition- nature and scope-principles - management as science- art- profession- managerial skills- role of manager- (10 Hours)

**Module 2-Approaches to the study of management** – human relation approach – behavioural approach- system approach – contingency approach- contributions of traditional and modern management thinkers (25 Hours)

**Module 3-Planning and organizing** – Organisational Planning – nature – planning process – types of plans. Organization – formal and informal – forms of organization – Authority-delegation of authority-Responsibility- Centralisation and decentralisation(15 Hours)

**Module 4-Staffing and directing** – manpower planning – recruitment –sources of recruitment - selection – selection process – Placement and induction .Directing – elements of directing-communication – process of communication- classification of communication- motivation – theories of motivation –leadership – styles. (15 Hours)

**Module 5- Controlling** – meaning- controlling tools- Traditional and Modern management (7Hours)

**Reference Texts**

- 1 Principles of Management: Harold Koontz, Cyril O'Donnell Tata McGraw-Hill
- 2 Principles and Practice of Management. M. Prasad, Sultan Chand & Sons
- 3 Principles of Management, Bhatia R C ,Sterling Publishers Pvt ltd
- 4 Principles of Management, RamasamyT , Himalaya Publishing House.
- 5 Management Theory & Practice, Dr.Vandana Jain, International Book House.

**SEMESTER 2**  
**FUNDAMENTALS OF CORPORATE REGULATIONS**

**INSTRUCTIONAL HOURS-72**

**CREDIT-3**

**Learning Objectives –**

1. To acquire knowledge about the administration and management of corporate form of business.
2. To have exposure to corporate laws especially Indian Companies Act 1956 as amended up-to date.

**Expected Coverage –** General introduction of the regulatory framework of companies in India

**Evaluation Pattern -** The knowledge level will be examined through theory based examinations

**Module-1 Company-Definition-Characteristics- Advantages and Disadvantages- types of companies- Share capital- types of shares-allotment-members of a company [self-study]**

**Module-2 Formation of a Company –** Stages in Promotion – Incorporation- important documents Memorandum of Association-Articles of association- Prospectus- corporate veil- Lifting the corporate veil- Doctrine of ultravires- doctrine of indoor management-Doctrine of constructive notice- Types of prospectus statement in lieu of prospectus-Deemed prospectus-Shelf Prospectus-Red herring prospectus- Abridged prospectus-liability for misstatement in prospectus.(20Hours)

**Module-3 Administration and management of a Company -Directors- Managing Director - appointment-Qualification and disqualification-Qualification shares-position of directors-powers and duties-Retirement-vacation of office-Liabilities of directors-Removal of directors.. (20Hours)**

**Module-4 Company meetings-Kinds of meetings-essentials of valid meeting-Chairman-agenda-Minutes-Quorum-Motion-Types of motion-Proxy-poll-Modes of poll-Resolution-Types of resolution-Motion vs. Resolution. (20Hours)**

**Module-5 Winding up of companies- Modes of winding up -Compulsory winding up-Grounds and procedure-Liquidator-Duties and functions-Contributories-Voluntary winding up- Types-Winding up under the supervision of the court-Effects of winding up-Defunct companies. (12 Hours)**

**Reference Texts**

1. A Text book of Company Law, P. P. S. GOGNA, S. Chand & Company Ltd-new Delhi
2. Introduction to Company Law – Karn Gupta ,Lexis Nexis India,
3. Company Law and Practice Paperback- G.K. Kapoor & Sanjay Dhamija, Taxmann Publications
4. Introduction To Company Law- AvtarSingh , Eastern Book Company
5. Indian Companies Act with amendments- Taxmann Publications Private Limited;

**SEMESTER 2**  
**FOUNDATIONS FOR ACCOUNTING**

**INSTRUCTIONAL HOURS-72**

**CREDIT-4**

**Learning objectives:**

1. To ensure a deep understanding about the very fundamental accounting concepts, principles and standards essential for higher level learning in advanced accounting.
2. To prepare the students to clear the foundation level examinations of professional bodies.

**Expected Coverage-** Detailed study involving practical applications of all modules is expected. Practical questions testing the level of understanding of the students in concepts and standards, their analytical skills and decision making ability must be covered.

**Evaluation Pattern-**The course is designed with the objective of improving the analytical skill and decision making capacity of the students while dealing higher level accounting problems. Hence atleast 70 per cent of the questions should be practical questions of different varieties testing intended skills of the students

**Course Contents**

**Module 1 (Self Study) Basics of Accounting:** Rules of Debit and Credit – Journal – Journalising – Day Books - Ledger Accounts – Posting – Accounting Cycle – Preparation of Trial Balance – Accounting Concepts and Conventions

**Module 2: Fundamental Concepts of Accounting -** Concept of Capital and Revenue –Capital expenditure – Revenue Expenditure – Deferred Revenue Expenditure – Capital and revenue receipts – Criteria for determining capital and revenue- Treatment of Capital and revenue items – Provisions and Reserves – Contingent liability – Contingent assets - (20 hours)

**Module 3: Accounting of Fixed Assets and Inventory Valuation** – Purposes of depreciation - Depreciation and Fluctuation in value - Methods of charging depreciation – SLM – WDV – Sum of Digits of Years Method – Annuity Method –Depletion Method– Production Unit Method – Sinking Fund Method – Entries for depreciation under Asset Credit Method and Provision for depreciation Method – Change in the method of depreciation and its impact on Profit/loss - Computation of profit/loss on sale of assets while following different methods of depreciation. Significance of inventory valuation – Components of cost of inventory – Cost excluded from the value of inventory – Techniques of inventory valuation – FIFO – LIFO – Simple average method – Weighted average method. (25 hours)

**Module 4: Rectification of Errors** – Different types of errors – Identification and correction of errors at different stages of book keeping and accounting – Rectification of different types of errors - Rectification entries – suspense account. Detailed study covering advanced problems is expected.(15hours)

**Module 5: Indian Accounting Standards-** IAS 1 to 10 detailed study covering theory, practical problems involving the applications of various standards.(12hours)

**Reference texts**

1. Modern Accounting: A. Mukharjee and M. Hanif, TATA McGraw Hill Companies.
2. Fundamentals of Accounting: SP Jain and KL Narang, Kalyani Publishers.
3. Basics of Accounting for CA CPT: G. Sekar, S. Sitaraman & Company Pvt. Ltd.
4. Study Material on Fundamentals of Accounting for CA CPT, Institute of Chartered Accountants of India.
5. Financial Accounting, a Managerial Perspective, R. Narayanaswamy, PHI Learning Pvt Ltd.

## SEMESTER 3 MARKETING MANAGEMENT

**INSTRUCTIONAL HOURS-90**

**CREDIT 4**

**Learning Objectives** -Learning the broader concepts of marketing and the elements in marketing mix.

**Expected Coverage** - Elements of marketing activities and marketing mix

**Evaluation Pattern**- The knowledge level will be examined through theory based examinations

### Course Contents

**Module-1- Marketing management-Introduction**-Definition of marketing and marketing management-Marketing concepts and functions- Marketing and selling- basics of marketing mix (Self Study)

**Module-2 -Micro and macro environments of marketing** and their impacts on marketing decisions- Market segmentation-Concept-Need- Basis-Market targeting-Market positioning- Understanding consumer Behaviour-Buying motives-Factors influencing consumer buying decisions. (20 Hours)

**Module-3-Concept of product** - Product planning & development-product classification- Product line & mix decisions- Packaging and labelling- product support services- branding decisions- PLC and marketing implications- new product development -Branding-brand equity- Brand loyalty- Pricing Decisions and strategies: Factors affecting price determination- Procedure for setting prices: Pricing policies and strategies. (20 Hours.)

**Module -4 b) Physical Distribution Decisions:** Nature and importance of distribution channels; Types and functions of middlemen; Channel management selection- decisions; - Retailing and wholesaling; - Logistic and supply chain management

**b) Promotion Decision:** Communication process; Promotion tools: Their characteristics and relative merits and limitations; Designing promotion campaign; Personal selling – Types of selling; Scientific selling process; Sales planning, organization and control. (20 Hours)

**Module – 5 -Strategic planning and marketing effectiveness;** Contemporary Developments and issues in marketing including ethical and legal aspects –relationship marketing and service marketing. (12 Hours)

### Reference Texts

1. Principles of Marketing- Philip Kotler. Pearson Penguin Longman
2. Fundamentals of Marketing- William J. Stanton. Tata McGraw-Hill.
3. Principles of Marketing- Ashok Jain. V K India Enterprises, New Delhi
4. Marketing management, Saxena, Rajan. Tata McGraw-Hill.
5. Marketing Management: Text and Cases Indian Context, Tapan K. Panda. Excel Books
6. Case studies in marketing - R Srinivasan, PHI.

**SEMESTER 3**  
**FINANCIAL ACCOUNTING**

**INSTRUCTIONAL HOURS-90**

**CREDIT 4**

**Learning Objective:**

1. To provide indepth knowledge in advanced accounting and to give confidence and motivation to the students to pursue professional programmes in accounting and finance.
2. To prepare the students to clear the intermediate level examinations of professional bodies.

**Expected Coverage:**

Detailed study involving advanced problems of different varieties of all modules is expected. Practical questions testing the depth of understanding of the students in basic as well as complex problems must be covered. Accounting standards/IFRS related to various areas of all modules must be covered and practical problems are to be solved in accordance with the standards.

**Evaluation Pattern**

The course is designed with the objective of ensuring higher level knowledge in accounting and to stimulate students to pursue professional courses in accounting and finance. Hence 70 per cent of the questions should be practical questions and out of which 35 percent should be of advanced problems designed for testing the real knowledge in the subject.

**Module 1(Self Study): a) Financial Statements** – Trial Balance – Closing Journal Entries - Profit & Loss Account - Balance Sheet –Grouping and Marshalling of Balance sheet – Preparation of Final Accounts without adjustments

b) **Partnership Accounts:** Partnership deed- Rules applicable in the absence of partnership deed – Legal provisions applicable in the event of admission, retirement and death of partners – Preparation of accounts at the time of admission, retirement and death of partners.

**Module 2: Advanced Final Accounts of Sole Proprietors and Partnership firms** – Final accounts with adjustments like outstanding and pre-paid expenses – Income received in advance and accrued income – Depreciation of fixed assets – Provision for bad debt – Interest on capital and drawings – Stock destroyed by accident, fire etc – Goods sent on approval/consignment basis – Commission to manager –Goods distributed as free sample – Goods withdrawn for personal use – Deferred Revenue expenditure – Provision for discount on debtors and creditors. – Rectification of errors.

**Module 3: Branch Accounting** – Types of Branches – Dependent branches – Branch Keeping books of accounts – Foreign Branches - Sale of goods above/below cost – Final Account system – Incorporation of Branch assets and liabilities.

**Module 4: Royalty Accounts** – Entries and Ledger accounts in the books of lessor and lessee – Short working – Recoupment of short working – Advanced problems involving all adjustments of royalty are expected.

**Module 5: Advanced Partnership Accounts** – Dissolution of firms – Insolvency of Partners – Piecemeal distribution of cash – Amalgamation of firms

**Reference Texts**

1. Financial Accounting by A. Mukharjee & M. Hanif, TATA McGraw Hill.
2. Advanced Financial Accounting by S N Maheswary
3. Financial Accounting by SP Jain & KL Narang
4. Study Material for Financial Accounting CA, IPCC
6. Ready Referencer on Accounting for CA IPCC, by G Sekar and Saravanaprasath, Sitaraman & Company Pvt. Ltd.
7. Advanced Financial Accounting by RL Gupta and Radhaswami

**SEMESTER 3**  
**ECONOMIC AND LABOUR REGULATIONS**

**INSTRUCTIONAL HOURS- 54**

**CREDIT 2**

**Learning objective:** To give an exposure to the students of some of the important economic laws, the basic knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organization

**Expected coverage:** A basic general understanding about major economic laws is expected. The objectives and scope of the Acts and major provisions of the acts included in the course content only are covered. The practical aspects of the topics are not possible since the very objective of the course is to acquaint the students about the relevant economic legislations.

**Evaluation Pattern:** The course is designed with the objective of imparting a basic knowledge about the major economic legislations for business. Hence the theory based questions from the course content is needed.

**Module 1 - Foreign Exchange Management Act,1999-** objectives and definitions - current account transactions and capital account transactions - FDI policy- acquisition and transfer of immovable property in India and abroad - establishment of branch, office etc. in India - export of goods and services - realization and repatriation of foreign exchange-authorized person  
(12hours)

**Module 2-Foreign contribution (Regulation) Act, 2010** - objectives of the Act - Foreign source - foreign contribution or hospitality - Acceptance and utilization of FC - Restriction on transfer of FC - maintenance of FC Accounts – Filing annual returns. (10 hours)

**Module 3-Competition Act, 2002** – monopolistic and restrictive trade practices- unfair trade practices-MRTP Act - concept of competition - Development of competition law - competition policy - anti competition agreements – cartel - abuse of dominant position – combination - regulation of combination - CCI. ( 12 hours)

**Module 4-Law relating to Essential commodities, weights and measures-** overview of essential commodities Act, 1955- objects- powers of central government – seizure and confiscation of essential commodities- summary trial- the legal metrology Act, 2009 – objectives and scope of the Act. (10 hours)

**Module 5-Standards of Weights and measures (Packaged Commodities) Rules, 1977** – The Legal Metrology (Packaged Commodities) Rules, 2011 - packages intended for retail sale - declarations to be made on every package- Principal Display Panel- general provisions relating to various declarations – examination of packages- minimum permissible error- deceptive packages. (10 hours)



## References :

1. Economic and commercial Laws, CS Pawan Kumar Baid- Flystone Publication
2. Handbook of Industrial laws, ND Kapoor- Sultan Chand & sons
3. Economic and Commercial Laws- ICSI NewDelhi
4. The latest amendments of the Acts referred to above may be read.
5. Students are advised to read the relevant Bare Acts.
6. [www.consumeraffairs.nic.in](http://www.consumeraffairs.nic.in)
7. [www.cci.gov.in](http://www.cci.gov.in)

## SEMESTER 3 E-COMMERCE

**INSTRUCTIONAL HOURS-72**

**CREDIT 4**

**Learning Objectives:** The objective of this course is to make the students familiar with the mechanism of electronic commerce and conducting business transactions through electronic media.

**Expected Coverage-** The various theoretical as well as practical aspects of E-commerce.

**Evaluation Pattern-** The knowledge level will be examined through theory based examinations

**MODULE 1-Commercial Scenario of the Web-** The World Wide Web as efficient channel & Commercial Medium- Comparison of Web-based Business with land-based business – The legal and policy environment of E-Commerce in India. Types and Classification of ecommerce – Features, advantages & limitations of ecommerce. (Self-study)-

**MODULE-2-E-Commerce Models, Strategies & Application-** Brokerage Model, Aggregator Model, Info-me diary model, Community Model, Value chain model, Manufacturer model, Advertising Model, Subscription model - Mobile Commerce and Web Commerce-Mobile commerce and its future in India - - Introduction to ERP-Components - Process –Application of E Commerce in Direct Marketing and Selling, Value Chain Integration, Supply Chain Management, Corporate Purchasing & EDI (20 Hours.)

**MODULE-3-Electronic Payment Systems** - Online transactions - Management and control – Product delivery- Settlement - -Overview of Electronic Payment Systems –Cyber cash - Smart Card(Card Types, Closed or Open Security, Privacy, Card Costs, Non Card Costs) –Electronic Banking - Electronic Fund Transfers.(20 Hours.)

**MODULE-4-Security Issues in E-Commerce** -Introduction to Security - Passwords Viruses - Firewalls -Encryption (PGP, SHTTP, and SSL) - digital signature - digital certificate - other security measures - Security issues in cellular technology (15 Hours.)

**MODULE-5-Infrastructure for E-commerce** - Setting up of E-Commerce Business - Customer Effective Web design - Requirements of Intelligent Websites, Website Goals and Objectives- -Web development - Promotion of the web sites - Trust building - Loyalty building - Marketing and branding Future of E Commerce. ( 17 Hours)

### Reference Texts

1. Doing Business on the Internet E-Commerce -S.Jaiswal. Galgotia Publications.
2. E-Commerce: An Indian Perspective-P.T.Joseph, Prentice Hall India
3. Web Commerce Technology handbook: Daniel Minoli and Emma Minoli, Tata McGraw Hill.
4. Business on the net: An Introduction to the whats and hows of e-commerce: Agarwala and Lal, Macmillan India Ltd.
5. E-Commerce, the Cutting Edge of Business: Kamallesh K Bajaj and Debjani Nag, Tata McGraw Hill'

## SEMESTER 4 CAPITAL MARKET

**INSTRUCTIONAL HOURS-90**

**CREDIT-4**

### Learning objectives

1. To form an overall idea about the concept of Capital markets
2. To familiarise the students with functioning of capital market operations in India.

**Expected Coverage-** The constituents of Indian capital market and their operating environment.

**Evaluation Pattern-**The conceptual level of knowledge is tested through examinations based on theory and practice.

### Course Contents

**Module-1 -The Indian financial system-Components-** -Financial market-Classification-Industrial security market-Government security market-Money market-Capital market and money market-Money market instruments. (Self-study)

**Module -2-Regulatory environment** - Recent developments in the Indian financial system-SEBI - Establishment-Objectives-Powers and functions- SEBI regulations. (20 Hours)

**Module -3 -Primary market**-Functions of new issue market-Methods of floating new issue-IPO-FPO-Public issue-bonus issue-Right issue-Private placement-Book building-ESOP-Intermediaries in the new issue market-Registrars to the issue-brokers to the issue-Bankers to the issue-Underwriters.(20 Hours)

**Module- 4-Secondary market**-Role and functions of Stock Exchanges-Members of the Stock Exchanges-Classification-type of speculators-Speculative transaction listing of securities-Classification of listed securities-Methods of trading in a stock exchange-Screen based trading-on line trading Depository system- Stock market indices - Practical Session about stock market trading mechanism.[25 Hours]

**Module -5 -Stock exchanges in India** - NSE-BSE – MCX - Major international stock exchanges-Derivatives - features of derivatives-Types of derivatives- Derivative instruments-Futures-Options-Swaps-Currency futures in India- Recent trends in Indian capital market. Developments in international market – Capital Market Volatility – Return on Capital Market investments – CAPM Model [25 Hours]

### Reference Texts

1. Gupta N.K and Monica Chopra - Financial Markets Institutions and services -Ane Books
2. Yogesh Maheswary : Investment Management, PHI Learning Pvt. Ltd.
3. Kevin. S : Security Analysis and Portfolio Management, PHI Learning Pvt. Ltd.
4. Preethi Singh : Dynamics of Indian Financial System, Global Professional Publishing.
5. Bharathi. V.P.Pathak , The Indian Financial System: Markets, Institutions and Services, Pearson Education

## SEMESTER 4 CORPORATE ACCOUNTING

**INSTRUCTIONAL HOURS-90**

**CREDIT-4**

### **Learning Objectives**

3. To provide in-depth knowledge in Advanced Corporate Accounting and to create confidence and to stimulate the students to pursue professional programmes in accounting and finance.
4. To prepare the students to clear the professional courses in accounting and finance.

### **Expected Coverage:**

Detailed study of theory, law and advanced problems of different varieties of all modules is expected. Practical questions testing the depth of understanding of the students in basic as well as complex problems must be covered. Accounting standards/IFRS related to various areas of all modules must be covered and practical problems are to be solved in accordance with the standards.

### **Evaluation Pattern:**

The course is designed with the objective of ensuring higher level knowledge in accounting and to stimulate students to pursue professional courses in accounting and finance. Hence 70 per cent of the questions should be practical questions and out of which 35 percent should be of advanced problems designed for testing the real knowledge in the subject.

**Module 1. Basics of Company Accounts (Self Study Module):** Provisions regarding issue of shares and debentures – Under writing of Issue - redemption of debentures – Forfeiture of shares — Utilisation of Securities premium — Stock Split - Sweat equity – Employee Stock Option Scheme. (*Legal provisions and theory only*)

**Module 2: Underwriting of Shares, Debentures Issue of Bonus Shares and Profit Prior to Incorporation** - Provisions regarding issue of bonus and right shares including SEBI guidelines - Accounting of Bonus issue – Different types of under writing agreements – Practical problems involving under writing of shares and debentures – Estimation of liability of the under writer – Estimation of profit prior to incorporation – Treatment of pre incorporation profit and post incorporation profit

**Module 3: Issue and Redemption of Preference Shares & Debentures** – Legal provisions regarding the issue of Preference shares in India – Procedures to be adopted for redemption of preference shares – Treatment of loss on redemption and profit on redemption of preference shares – Methods of Redemption of Debentures - Practical problems regarding issue and

redemption of preference shares and debentures - Buy-back of shares – Regulations of buy back  
– Practical problems on buy back.

**Module 4: Final Accounts of Companies** – Preparation of Manufacturing, Trading and Profit & Loss account and Balance sheet- Legal provisions regarding managerial remuneration, creation of reserves and declaration of dividend

**Module: 5 Internal Reconstruction and Capital Reduction** – Meaning and objectives of capital reduction – Legal procedures for capital reduction – Problems involving: a) reduction in the liability of shareholders in respect of unpaid amount on shares held –b) Paying off paid up share capital which is in excess – c) Cancellation of paid up share capital which is lost or not represented by assets

**References:**

1. Corporate Accounting by A. Mukharjee & M. Hanif, TATA McGraw Hill.
2. Advanced Financial Accounting by S N Maheswary
3. Advanced Financial Accounting by SP Jain & KL Narang
4. Study Material for Financial Accounting CA, IPCC
5. Ready Referencer on Accounting for CA IPCC, by G Sekar and Saravanaprasath
6. Advanced Financial Accounting by RL Gupta and Radhaswami,
7. Advanced Corporate Accounting by Ravi M. Kishore, Taxman Publications Pvt. Ltd.

## SEMESTER 4 FINANCIAL SERVICES

**INSTRUCTIONAL HOURS-54**

**CREDIT-2**

### **Learning Objectives**

1. To introduce the concept of financial services and the players and their functions and to familiarise with recent trends in financial services sector.

**Expected Coverage** –Major financial services and their providers

**Evaluation Pattern-** The knowledge level will be examined through theory based examinations

### **Course Contents**

**Module-I Financial Service-** Meaning- Types- Fund based financial services, fee based financial services - Marketing of financial services (Self-study)

**Module-2-Merchant Banking-** Functions- role of merchant banker -Regulation of merchant bankers. Insurance type of insurance – principles of insurance - life insurance- re insurance retrocession (20 Hours)

**Module-3 -Leasing and factoring-**Leasing- Essentials- management of leasing - Types- Advantages- Limitations Factoring-Types-importance-Pricing-Factoring services in India.(12 Hours)

**Module-4-Mutual funds and Securitisation** - Mutual funds – Meaning – Types - SEBI Guidelines (over view only) Securitisation- Meaning - Procedure - Securitisation in India. Credit rating – Agencies - Procedure of credit rating.(10 hours)

**Module-5 -Venture Capital-** Features- types- Stages of venture capital finance- Venture capital process- Structure of Venture Capital Funds- Analysing products and services of venture capital funds Recent developments in Financial services in India and abroad – Technology and financial services – Financial Inclusion – CRM and financial services.(12 Hours)

### **Reference Texts**

- 1.Gupta.N.K and Monika Chopra : Financial Markets, Institutions and Services. Ane Books.
2. The Indian Financial System: Markets, Institutions and Services, Pathak, Pearson Education
3. Indian Financial Systems, Khan, Tata McGraw-Hill Education.
4. Merchant Banking & Financial Services, Dr S Guruswamy, Tata McGraw-Hill Education
5. Financial Services, Khan.M.Y, Tata McGraw-Hill Education

**SEMESTER 4**  
**ENTREPRENEURSHIP DEVELOPMENT AND PROJECT**  
**MANAGEMENT**

**INSTRUCTIONAL HRS-72**

**CREDIT-4**

**Learning Objectives:**

To familiarize the students with the concept of entrepreneurship and develop the entrepreneurial talents of students to pursue self employment and small business entrepreneurship as a viable alternative to salaried employment

**Expected Coverage** – The fundamentals of entrepreneurship development management

**Evaluation Pattern** – The knowledge level will be examined through theory based examinations

**Module-1** – Introduction to Entrepreneurship-Definition-Meaning-Concepts-Characteristics-Functions- Entrepreneurial traits Motivation; Role of entrepreneur in economic development-Factors affecting entrepreneurial growth. Types of entrepreneurs- Intrapreneurship -Women entrepreneurship-Problems of women entrepreneurship.(15 Hrs)

**Module-2 – Entrepreneurial Development Programme** -Meaning -Steps, contents, Need for training- target group- Contents of the training programme-Special Agencies for Entrepreneurial Development and Training- DIC.(08 Hrs)

**Module-3- Project Management** –Project- Meaning -Features-Classification- Project Life Cycle -Project management-: Stages in Project Management -Project identification: Sources of Ideas, Stages in project identification -Project formulation: elements, Feasibility Analysis, Network Analysis.(12 Hrs)

**Module- 4 - Project appraisal** -Meaning- Appraisal techniques: Payback period, ARR, Discounted cash flow techniques: NPV, IRR, Profitability Index Method, Capital rationing, (Including Problems) - Project Report-Scope-Content. (25 Hrs)

**Module-5 -Micro small and Medium Enterprises** – Legal Framework –Procedure for Setting up of micro small and medium enterprises- Location significance: Factors to be considered for the selection of location and site- Financial assistances to MSME's - Sickness: Causes, Remedies.  
(12 Hrs)

**Reference Texts**

1. Project Planning, Analysis, Selection, Implementation and Review Chandra Prasanna: Tata McGraw Hill.
2. Entrepreneurial Development - Gupta - C.B. &. Sreenivasan N.P: Sultan Chand.
3. Dynamics of Entrepreneurial Development- Desai Vasanth : Himalaya Publishing House
4. Innovation and Entrepreneurship by Drucker F P

**Semester 5**  
**COST ACCOUNTING**

**INSTRUCTIONAL HOURS-90**

**CREDIT-4**

**Learning Objective:**

1. To introduce the of Principles and Methods of Cost Accounting
2. To enable the students to have deep understanding about the methods of costing and familiarise the ascertainment of cost of different industries; and
3. To equip the students to pursue Professional Cost Accounting Programmes.

**Expected Coverage:**

Detailed study of theory, and advanced problems of different varieties of all modules is expected. Practical questions testing the level of understanding of the students about the basic concepts and principles of cost accounting are expected to be covered.

**Evaluation Pattern:**

The course is designed with the objective of providing deep understanding of cost accounting concepts and their applications. Questions for end-semester examination should consist of practical problems and theoretical questions and the ratio between theory and problems should be of *equal proportion*.

**Module 1: Basics of Cost Accounting** – Cost accounting , meaning and definition – Functions of Cost accounting – Steps in implanting Cost accounting System – Cost Centre – Cost Units – Direct expenses – Indirect expensed – Classification of cost on the basis of Variability – Purchase Procedure – Inventory Control Techniques – Levels of Inventory - EOQ – Determinants of EOQ – Pricing of material pricing issues - Direct and Indirect Labour – Time keeping and Time booking - Methods of Computing Wages – Idle time and its treatment.

**Module 2: Overheads** – Meaning – Importance – Types of Overheads – Cost Allocation – Cost Apportionment – Absorption of Overheads – Different Bases of Absorbing overheads – Problems involving, allocation, apportionment, and different bases of absorption of overhead including Machine hour rate.

**Module 3: Job, Batch and Unit Costing**– Features of Job, Batch and Unit costing – Situations where job/ batch costing is suitable - Cost sheet and its utility– Preparation of job cost sheet - Economic Batch Quantity - Methods of determining EBQ – Preparation of Unit cost sheet - Preparation of Quotations.

**Module 4: Contract Costing** - Features of contract costing – Preparation of accounts in the books of the contractor and contractee – Determination of profit on contract which is incomplete/ nearing completion and those completed.

**Module 5: Service Costing** – Road Transport Costing – Airline transport Costing – Hospital /Canteen service Costing



## Reference Texts

1. Cost Accounting, SP Jain and KL Narang, Kalyani Publishers
2. Students Referencer on Cost Accounting, Saravanaprasath, Sitaraman &Co. Pvt. Ltd
3. Cost Accounting, PK Jain and MY Khan, Tata McGraw Hill Education
4. Principles of Cost Accounting, Edward Vanderbeck, Cengage Learning.
5. Cost Accounting Theory & Problems, Dr. SN Maheswari, Dr. SN Mittal, Sree Mahaveer Book Depot.
6. Principles and Practice of Cost Accounting, Ashish K Bhattacharya, PHI Learning Pvt. Ltd

**Semester 5**  
**MARKETING COMMUNICATION**

**INSTRUCTIONAL HOURS-90**

**CREDIT-4**

**Learning Objectives**

1. To be aware of the concept, strategy, and methods of advertising and sales promotion.
2. To be able to apply the concepts in practice

**Expected Coverage**– The fundamental aspects of advertisement, personal selling and sales promotion

**Evaluation pattern** – the knowledge level will be tested on the basis of theory based examinations.

**Course Contents**

**Module-1 Advertising**-Its importance and nature; Communication model; Persuasion Process Perception, learning and attitude change; major advertising decisions and influencing factors; Determining advertising Objectives and budget. (25 Hours)

**Module -2 Advertisement appeal**- Copy writing-Copy testing-Advertising media-Media planning and strategy-Types of media-Media planning and strategy-Media selection- Advertisement agency-Selection of agency-Planning advertising campaign-Advertising research-Measuring the effectiveness of advertising-Methods. (25 Hours)

**Module-3-Social, economic and legal aspects of advertisement.** Regulation of Advertisement, The Advertising Standards Council of India - functions-Advertising and Sales Promotion in Service Industry (10 Hours)

**Module-4 Sales promotion**-Definition-Scope-Methods-Sales promotion mix-Developing sales promotion campaign-Sales promotion budget and its preparation (15 Hours)

**Module-5-Personal selling**-Nature and importance-Purpose-Process-Types of salespersons-Sales force management-Establishing sales objectives-Recruitment and training of sales force-Evaluating sales force -sales promotion techniques – Trade oriented and consumer oriented. (15 Hours)

**Reference Texts**

1. Advertising Sales and Promotion Management S.A Chunnawala. S.A.Chunnawala, , Himalaya Publishers, Mumbai
2. Advertising, Marketing, and Sales management, DevandraThakku. Regal Publications, NewDelhi
3. Advertising Management, Rajeev Batra. Prentice Hall India
4. Advertising and Sales Management, MukeshTrehan,RanjuTrehan,FKPublications,NewDelhi.
5. Sales Promotion And Advertising Management,Dr. P. D. Saini , Shree Niwas Publications

**Semester 5**  
**ADVANCED FINANCIAL ACCOUNTING**

**INSTRUCTIONAL HOURS-90**

**CREDIT**

**Learning Objective:**

1. To provide in-depth knowledge in Advanced Financial Accounting and to create confidence and to stimulate the students to pursue professional programmes in accounting and finance.
2. To prepare the students to clear the professional courses in accounting and finance.

**Expected Coverage:**

Detailed study of theory, law and advanced problems of different varieties of all modules is expected. Practical questions testing the depth of understanding of the students in basic as well as complex problems must be covered. Accounting standards/IFRS related to various areas of all modules must be covered and practical problems are to be solved in accordance with the standards.

**Evaluation Pattern:**

The course is designed with the objective of ensuring higher level knowledge in accounting and to stimulate students to pursue professional courses in accounting and finance. Hence 70 per cent of the questions should be practical questions and out of which 35 percent should be of advanced problems designed for testing the real knowledge in the subject.

**Module 1: International Financial Reporting Standards (Self Study)** – Need for IFRS – Major reporting standards adopted by India.

**Module 2: Accounting for Amalgamation** – Application of Accounting Standard 14 – Amalgamation in the nature of Merger and amalgamation in the nature of purchase – Purchase Consideration - Pooling of Interest Method – Purchase Method - Difference between Pooling of Interest method and Purchase method – Books of Purchasing company and vendor company - External Reconstruction.

**Module 3: Final Accounts of Banking Companies** – Provisions Regarding CRR, SLR, CAR, Statutory Reserve - Capital Frame work of a Bank - Basel I and Basel II norms – Rebate on Bills Discounted – Risk weights – Asset Classification – Provisioning Norms – Slip System of Posting – types of Slips – Income Recognition norms - Profit & Loss Account and Balance Sheet of Banking Companies.

**Module 4: Insurance Claims & Final Accounts of General Insurance Companies** – Computation of claim on account of loss of stock by fire and loss of profit – Preparation of

Financial Statements of General Insurance Companies- Revenue account, Profit & Loss Account and Balance sheet.

**Module 5: Accounting of Price Level Changes** – Concept of inflation accounting – Need for inflation accounting – Scope and Significance- Different approaches to inflation accounting (Theory only)

**References:**

1. Corporate Accounting by A. Mukharjee & M. Hanif, TATA McGraw Hill.
2. Advanced Financial Accounting Vol.2 by S N Maheswary
3. Financial Accounting Vol. 2 by SP Jain & KL Narang
4. Study Material for Financial Accounting CA, IPCC
5. Students Hand book on Advanced Accounting for CA IPCC, by B Sekar and S Saravana Prasath, C. Sitaraman &Co. Pvt. Ltd.
6. Advanced Financial Accounting by Ravi M. Kishore, Taxman Publications

**SEMESTER 6**  
**ADVANCED COST ACCOUNTING**

**INSTRUCTIONAL HOURS-90**

**CREDIT-4**

**Learning Objective**

1. To enable the students to have deep understanding about the methods and techniques of costing and
2. To equip the students to pursue Professional Cost Accounting Programmes.

**Expected Coverage:**

Detailed study of theory, and advanced problems of different varieties of all modules is expected. Advanced decision making based on marginal costing and transfer pricing is not expected.

**Evaluation Pattern:**

The course is designed with the objective of providing deep understanding of cost accounting methods and techniques. Questions for end-semester examination should consist of practical problems and theoretical questions and the ratio between theory and problems should be of **40:60**

**Module 1: (Self Study) Establishment of Cost accounting System – Cost Audit – Cost Control and Cost Reduction – Cost Engineering**

**Module 2: Process Costing & Transfer Pricing Mechanism** – Features of industries where process costing is applied. Preparation of process Cost Accounts – Process Losses – Treatment of Abnormal Loss and Abnormal Gain - Equivalent Production – Inter Process Profits -Joint Products and By Product Costing – Meaning of Transfer Pricing – Objectives of Transfer Pricing – Criteria for setting TP - Methods of Transfer Pricing – Cost based TP – Market Price based TP – Negotiated TP – Practical problems dealing with cases where the TP is same but the output is different.  
(30 Hours)

**Module 3: Marginal Costing** – Meaning and Definition – Difference between Marginal costing and Absorption Costing – PV Ratio – Break Even Point – Margin of Safety – Computation of sales required to earn a given profit – Effect of change in variable cost, selling price, sales volume, fixed cost etc on break even sales, PV ratio, BE sales, Profit and Margin of Safety-Break even Chart.  
(20 Hours)

**Module 4: Activity Based Costing** – Meaning and Definition – Cost Object – Cost Driver – Steps in ABC – Difference between Absorption Costing and ABC - Why ABC is applied - Application of ABC in different industries – Activity Based Cost Management – Benefits – Activity Based Budgeting and its advantages – Product costing under ABC - Cost Statements under Traditional and ABC.  
(20 Hours)

**Module 5: Standard Costing** – Meaning, Scope and Utility of Standard Costing – Advantages and limitations of Standard Costing – Variance – Material Variances – Labour Variances. (20 Hours)

**References:**

1. Students Rferencer on Advanced Management Accounting, Saravanaprasath, Sitaraman &Co. Pvt. Ltd
2. Cost Accounting, SP Jain and KL Narang, Kalyani Publshers
3. Students Referencer on Cost Accounting, G. Sekar Saravanaprasath, Sitaraman &Co. Pvt. Ltd
4. Cost Accounting, PK Jain and MY Khan, Tata McGraw Hill Education
5. Principles of Cost Accounting, Edward Vanderbeck, Cengage Learning.
6. Cost Accounting Theory & Problems, Dr. SN Maheswari, Dr. SN Mittal, Sree Mahaveer Book Depot.
7. Principles and Practice of Cost Accounting, Ashish K Bhattacharya, PHI Learning Pvt. Ltd

**SEMESTER 6**  
**PRINCIPLES OF BUSINESS DECISIONS**

**INSTRUCTIONAL HOURS-90**

**CREDIT-4**

**Learning objectives** -To familiarize the students with the basic concepts of managerial economics and its applications to business situations.

**Expected Coverage:** The various economic principles that can be used in business to ensure effective decision making

**Evaluation Pattern** – The knowledge level will be assessed through examination covering both theoretical and practical aspects. 30% of the questions must be based on problems.

**Course Contents**

**Module 1-Managerial economics** –meaning-nature-scope – uses and applications of managerial economics in business decisions- managerial economics Vs economics (self study)

**Module 2-Demand analysis**- demand function- determinants of demand –types of demand - elasticity of demand- income-price –cross and advertisement. Consumer surplus – demand forecasting –meaning –significances and methods

**Module 3-Theory of production and cost** – production function –short run and long run -Cobb Douglas production function- law of variable proportions- iso quants producers equilibrium-returns to scale – economies of scale- Cost concepts – determinants of cost- social and private cost- economic and accounting costs – fixed-variable –semi variable cost – marginal cost – average cost - opportunity cost- comparative cost theory- producers surplus- cost out putrelation ship in the short and long run

**Module 4 -Capital budgeting** – meaning –importance-investment criteria –payback period method – ARR method-NPV method –IRR method –PI method

**Module 5-Inflation** –types of inflation –demand pull inflation –cost push inflation- wage push inflation- imported inflation –deflation – trade cycles – monetary policy –fiscal policy

**Reference Text Books**

1. The Macro Economic Today, Bradley R Schiller, Tata McGraw Hill
2. Macro Economics, B Douglas Bergheim and Michael D Whinstone ,Tata McGraw Hill
- 3Macro Economics Theory And Application, Salvatore D L ,Oxford University Press
- 4 . Managerial Economics Analysis, problems and cases, Mehta P L. Sultan chand and sons, New Delhi
- 6Managerial Economics, Maheswari K L and Varshney , Sultan Chand & Sons
- 7Managerial Economics, Joel Dean, Prentice Hall India

**SEMESTER 6**  
**AUDITING THEORY AND PRACTICE**

**INSTRUCTIONAL HOURS-90**

**CREDIT-3**

**Learning objectives**

1. To familiarize the students with the principles and procedure of auditing.
2. To enable the students to understand the duties and responsibilities of auditors and to undertake the work of auditing.

**Expected Coverage:** Various aspects of auditing including the duties, responsibilities and functions of an auditor.

**Evaluation Pattern** – The knowledge level will be examined through theory based examinations

**Course Contents**

**Module 1 Auditing –Meaning –types of audit-** Auditing and Assurance Standards – Overview, Standard-setting process, Role of International Auditing and Assurance Standards Board and Auditing and Assurance Standards Board in India-Qualifications of an auditor-Liabilities of an auditor in case of negligence-Misfeasance-Criminal liability-Liability towards third parties.

**Module 2- Audit planning and documentation-** Audit programme- Documentation – Audit working papers -Audit files, Ownership and custody of working papers.

**Module 3- Audit evidence** –Sources of evidence- Vouching-requirements of a voucher, Internal Control-Internal Control and Computerized Environment, Approaches to Auditing in Computerised Environment.

**Module 4- Audit Sampling** – Types of sampling, Test checking, Techniques of test checks, Audit of payments – General considerations, Wages, Capital expenditure, Other payments and expenses, Petty cash payments, Bank payments, Bank reconciliation- Audit of receipts – General considerations, Cash sales, Receipts from debtors, Other Receipts.

**Module 5 Company Audit** – Audit of Shares, Qualifications and Disqualifications of Auditors, Appointment of auditors, Removal of auditors, Powers and duties of auditors, Audit Report – Qualifications.

**Reference Texts**

1. A Hand Book of Practical Auditing, B. N. Tandon , SSudharasanam, S.Chand Publishing
2. Fundamentals of Auditing, Basu, Pearson India
3. Auditing: Principles And Practice, Kumar Ravinder , Sharma Virender, PHI Fundamentals of Auditing , Nagarajan, S. Meenakumar, Aph Publishing Corporation
4. Auditing: Theory and Practice, Arun Kumar, Atlantic



## SEMESTER 6 MANAGEMENT ACCOUNTING

**INSTRUCTIONAL HOURS-90**

**CREDIT-4**

### **Learning Objective:**

3. To introduce the applications of some Management Accounting tools which facilitate managerial decision making related to finance.
4. To enable the students to carry out financial statement analysis of real companies with real data.
5. To equip the students to pursue Professional Management Accounting Courses.

### **Expected Coverage:**

Detailed study of theory, law and advanced problems of different varieties of all modules is expected. Practical questions testing the depth of understanding of the students in basic as well as complex problems must be covered. Accounting standards/IFRS related to various areas of all modules must be covered and practical problems are to be solved in accordance with the standards. Students are expected to deal with areas of critical evaluation and decision making in fiancé and Management Accounting.

### **Evaluation Pattern:**

The course is designed with the objective of ensuring higher level knowledge in accounting and to stimulate students to pursue professional courses in Management Accounting and Finance. 50% of the credit for this course should be assigned through written examination and the remaining 50% will be assigned through a computer based real life analysis and decision making.

### **Course content**

**Module 1: Management Accounting ( Self Study)** – Meaning, definition, Scope and Functions of Management accounting – Difference between Financial accounting and Management Accounting – Management accounting and Cost Accounting – Installation of Management Accounting System - Role of Management accountant in a business enterprise – Financial Statements – Nature, Scope and functions – Limitations of financial statements – Tools of financial statement analysis.

**Module 2: Ratio Analysis** – Classification of Ratios – Advantages and Limitations of Ratio analysis – Liquidity Ratios - Profitability Ratios – Activity Ratios – Leverage Ratios – Solvency Ratios – Investors Ratios - Preparation of P&L account and Balance sheet using given ratios - Financial Performance Analysis of Banking companies using CAMEL Model

**Module 3: Fund Flow Analysis** – Meaning and objectives of Fund Flow Statement – Advantages and Limitations of Fund Flow Statement – Preparation of Fund Flow Statement of a corporate enterprise – evaluation of the movement of working capital.

**Module 4: Cash Flow Analysis** – Meaning and objectives of Cash Flow Statement – Accounting Standard 3 – Advantages and Limitations of Cash Flow Statement – Difference between Cash Flow Statement and Fund Flow Statement – Preparation of Cash Flow Statement in case of Corporate enterprises – Interpretation about the flow of cash and cash position of a corporate enterprise.

**Module 5: Budgetary Control System** – Budget, Meaning and Definition – Types of Budget – Budgetary Control – Preparation of Functional Budgets – Flexible Budget – Fixed Budget - Procedure of Budgetary Control in conventional Budgetary system - Zero Base Budgeting – Steps in ZBB – Planning Programming Budgeting – Advantages and Limitations of ZBB.

**References:**

1. Advanced Management Accounting for CA Final by B. Saravana Prasath, C. Sitaraman & Co. Pvt. Ltd.
2. Advanced Cost and Management Accounting by SN Maheswary
3. Advanced Cost and Management Accounting by VK Saxena and CD Vashist.
4. Cost Accounting, by SP Jain and LK Narang, Kalyani Publishers.
5. Advanced Cost Accounting by Ravi M Kishore, Taxman Publishers Pvt. Ltd.
6. Management Accounting by Shasi K. Gupta, Kalyani Publishers

## OPTIONAL COURSE- (FINANCE & TAXATION)

### SEMESTER 3

#### PAPER I- FINANCIAL MANAGEMENT

**INSTRUCTIONAL HOURS-90**

**CREDIT 4**

#### **Learning Objectives:**

1. To familiarise and learn the basic concepts of Corporate Finance
2. Develop an understanding of the tools used to analyse the investment, financing and dividend decisions of a firm.

**Expected Coverage-**The theory and applications of concepts used in financial management of business

**Evaluation Pattern-** Examinations based on theory to check conceptual skill and problems to measure decision making skill. 30% of the questions should be problem based questions.

**Module-1-Source of Finance:** Equity Shares, Preference Shares, Debentures, Types-Advantages and Disadvantages- Introduction to Financial Management: Objectives of Financial Management- Profit Maximization Vs Wealth maximization, Functions of Financial Management. [Self-Study]

**Module-2 Cost of capital-** Concept, importance, measurement of specific costs- Cost of debt, redeemable and irredeemable debt.-Cost of preference share capital-redeemable and irredeemable-Cost of equity capital, cost of retained earnings-Overall cost of capital-Assignment of weights-Book value and market value weights-Mechanics of computation of overall cost of capital (Simple problems) (20 hours)

**Module-3 Capital Structure & Leverage-** Capital Structure: Factors Determining the Capital structure, Theories of Capital Structure; EPS, EBIT Analysis; Leverage-meaning, types- Operating Leverage- Meaning and computation -Financial leverage- meaning and computation- Composite leverage- Meaning and computation (Theory and problems) (20 hours)

**Module-4 Working capital** -Meaning-definition-importance-Gross working capital, Net working capital-Factors determining the working capital- Estimation of working capital requirements. (15hours)

**Module-5 Dividend Decisions-**Dividend Policy-Conservative Vs Liberal policy-Pay-out ratio, Retention ratio-Dividend theories-Irrelevance theory-Modigliani-Miller Hypothesis; Relevance theories-Walter s Model, Gordon s Model -Determinants of dividend policy-Bonus shares, Stock splits. (17 hours)

#### **Reference Texts**

1. Financial Management, Text and Problems, M Y Khan & P K Jain, TataMcGraw Hill
2. Financial Management. I M Pandey.Vikas Publishing House.
3. Financial Management. Kishore R. Publisher: Taxman'sPublishing House.

**SEMESTER 4**  
**PAPER 2- INDIRECT TAXES**

**INSTRUCTIONAL HRS-90**

**CREDIT-4**

**Learning Objectives:**

1. To develop an understanding of the basic concepts of the different types of indirect taxes
2. To acquire the ability to analyse the significant provisions of various indirect tax acts.

**Evaluation Pattern-** Examinations based on theory to check conceptual skill and problems to measure decision making skill. 30% of the questions should be problem based questions.

**Module 1- Tax Meaning & Introduction [Self study]** Systems of taxation- direct tax, indirect tax Canons of law- Features of Indirect Tax, Constitutional Validity

**Module 2- Central Sales Tax Act & VAT Act** (a) Central Sales Tax - (i) Introduction, Definitions , salient features of CST Act (ii) Stock Transfer, Branch transfer, Inter State Sale (iii) Various forms for filing of returns under CST (iv) Procedures under Central Sales Tax (CST)  
(b) Kerala Value Added Tax (VAT) – Introduction, definitions, salient features of Sate VAT Act (ii) VAT – concepts and general principles- Calculation of VAT Liability including input Tax Credits- Small Dealers and Composition Scheme- VAT Procedures [30 Hours]

**Module 3- Service tax** Constitutional Aspects - Basic Concepts and General Principles - Charge of service tax including negative list of services- Payment of service tax and filing of returns, Penalties [20 Hours]

**Module 4: Central Excise** Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic procedures, Export, SSI, Job Work [25 Hours]

**Module 5: Customs laws**  
Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions [15Hours]

**Reference Texts**

1. Comprehensive Guide to Indirect Tax Laws by Dr. Yogendra Bangar & Dr. Vandana Bangar
2. Indirect Taxes Law and Practice by V.S Datey

## PAPER 3- INCOME TAX LAW & PRACTICE

**INSTRUCTIONAL HOURS – 90**

**CREDIT - 3**

### Learning Objectives

1. To impart basic knowledge and equip the students with Income Tax Act 1961
2. To enable students to compute taxable Income under the first three heads of Income.

**Expected Coverage:** Fundamental of Income tax, residential status and the various heads of incomes other than capital gain and income from other sources.

**Evaluation Pattern** – The theoretical and practical knowledge of the students must be examined through examinations consisting of 60% problem based and 40% theory based questions.

**Module-I – Introduction - Brief History of Income tax in India** - Basic Concepts- Finance Act- Definitions -Rates of Income Tax- Accelerated Assessment. Agricultural Income- Partly Agricultural Income – Partial Integration. Capital and Revenue (10 Hours).

**Module-I Residential Status-** Incidence of tax- Income Exempt from tax- Heads of Income (15 Hours)

**Module-III – Salary- Chargeability** –Definition- Allowances, Perquisites, Profit in lieu of salary- Deductions from salary- Provident funds and treatment- Computation of income from salary .(25 Hours)

**Module-IV- Income from House Property**-Basis of Charge- Deemed ownership –Exemptions -Annual value determination in various cases- Deductions –Treatment of Unrealised rent, recovery of unrealized rent and arrears of rent- Computation of Income from House Property (20 Hours)

**Module-V- Profit and Gains of Business or Profession-Chargeability-** Deductions expressly allowed -General Deductions – Treatment of depreciation- Computation of Profits and Gains of business or profession (20 Hours)

### Reference Text Books

- 1.Direct Taxes Law and Practice- Dr H C Mehrotra and Dr S P Goyal- Sahitya Bhawan Publications
- 2.Direct Taxes Law and Practice- Singhania V K, Taxmann Publications Ltd.
- 3.Direct Taxes Law and Practice- Dr.Girish Ahuja ; Dr. Ravi Gupta, Bharat Law House Pvt. Ltd
- 4.Direct Taxes Sri T N Manoharan- Snow White Publications
- 5.Direct Taxes – Law and Practice, Bhagwathi Prasad- WishwaPrakashana.

**SEMESTER 6**  
**PAPER 4-INCOME TAX ASSESSMENT AND PROCEDURE**

**INSTRUCTIONAL HOURS – 90**

**CREDIT - 3**

**Learning objective-**

1. To have an understanding of determination of Total Income and tax liability of an assessee.
2. To assess income tax independently.

**Expected Coverage** – Practical aspects as well as computation of tax liability

**Evaluation Pattern** - The theoretical and practical knowledge of the students must be examined through examinations consisting of 60% problem based and 40% theory based questions.

**Course Contents**

**Module-1 -Capital gains**-Basis of charge- Capital Assets - Short-term and Long- term capital gains- Transfer- Cost of Acquisition under special cases- Computation of capital gain under Section 45(2), 45(5) and 50- Capital Gains exempt from tax- -Computation of Income from Capital Gain(25 Hours)

**Module-II- Income from other sources**- General chargeability -Specific Chargeability, Kinds of securities & Grossing up of interest- Bond washing transaction - Deductions allowed - Deduction not permitted- Computation of income under the head Income from Other Sources(20 Hours)

**Module-III= Aggregation and Clubbing of income of other persons** - Set off and carry forward of losses-Order of set off - Computation of Gross Total Income. (10 Hours)

**Module-IV-Deductions from Gross Total Income under Chapter VI A** (deductions applicable to individuals). Computation of Total Income- Computation of tax liability of an Individual(20 Hours)

**Module-V-Income Tax authorities -Powers and Functions, Assessment**- Assessment procedure -Types of Return of Income- Return through TRP -PAN -Tax Deducted at Source(TDS) (Brief study only Problems excluded) - (a) Advance payment of tax (b) Refund (c) Recovery of tax (d) Tax Clearance Certificate. Tax planning- Tax evasion- Tax avoidance- Tax management. (15 Hours)

**Reference Texts**

1. Direct Taxes Law and Practice- Dr H C Mehrotra and Dr S P Goyal- SahityaBhawanPublications
2. Direct Taxes Law and Practice- Singhania V K, Taxmann Publications Ltd.
3. Direct Taxes Law and Practice- Dr. Girish Ahuja ; Dr. Ravi Gupta, Bharat Law House Pvt. Ltd
4. Direct Taxes Sri T N Manoharan- Snow White Publications
5. Direct Taxes – Law and Practice, Bhagwathi Prasad- WishwaPrakashana.

**OPTIONAL COURSE- COMPUTER APPLICATIONS**

**SEMESTER 3**  
**PAPER I - ADVANCED EXCEL**

**INSTRUCTIONAL HOURS-90**

**CREDIT 4**

**Learning objectives** – Make the students aware of MS Excel and its applications

**Expected Coverage-** Basics and moderate level applications

**Evaluation Pattern-** the knowledge level will be examined through theoretical and practical examinations.

**Module-1** The Excel Environment, Title Bar, Ribbon, Scroll Bar, Microsoft Office Button, Quick Access Tool Bar, The work Book Window, The Status bar, The work View Button, Zoom Slider, Mini Tool Bar Button, Spreadsheet package: Ms-Excel 2007 Introduction, Excel User Interface Work With Home Tab-Working with cell and cell addresses, Selecting a Range, Moving, Cutting, Copying with Paste, Inserting and Deleting cells, Freezing cells, Adding, Deleting and Copying Worksheet within a workbook.

**Module-2** Work with View Tab-Work Views-Cell Formatting Options, Formatting fonts, Aligning, Wrapping and Rotating text, Using Borders, Boxes and Colors, Centering a heading, Changing row/column height / width, Formatting a Worksheet Automatically, Insert Comments, Clear contents in a cell. Using print Preview, Preparing Worksheet for the printer, Selecting Print Area, Margin and Orientation, Centering a worksheet, Using header and footer, Inserting page breaks.

**Module-3**

Advanced Features of Excel: Work with Formula Tab-All Functions in excel, Using Logical Functions, Statistical functions, mathematical etc. Linking Data between Worksheet, Work with Insert Tab- Elements of Excel Charts, Categories, Create a Chart, Choosing chart type, Edit chart axis - Titles, Labels, Data series and legend, Adding a text box, Rotate text in a chart, Converting a chart on a web page, Saving a chart. Use of Pivot tables- Designing of Templates in Excel. Functions with superpowers ● Finding the right functions and how they work ● Functions with hidden powers – MOD() for patterns, OFFSET() for simple choices, INDIRECT() to manipulate formulae ● Making references to ranges of cells adapt automatically for new data.

**Module-4** -Work with Review Tab-Spelling, Research, Treasures, Translate, Protection Of Sheet ,Workbook, Share Work Book, Track Changes, Themes, Page Setup, Print options, Orientations, Advanced Print Setup ,Title, Links, Scale to Fit, Selection Pane Using Excel to help you make decisions ● Use Goal Seek to find where you need to start to get where you need to go ● Use an Excel Data Table to calculate dozens of possible outcomes ● Create and manage alternative scenarios ● Make more profit or incur less expense by using Excel Solver to identify the best solution

**Module-5** -Work with Data Tab- Creating list, Sorting & Filter Data, Data Tools, Get External Data, Connection from Access, SQL, XML, Other Sources, Data Validation, What if Analysis, Conditional Formatting – beyond simple Conditional Formats ● Basing conditions on a formula

and deciding whether a batsman is out or not • Choose currency symbols for a whole sheet by changing a single cell • Getting your rules in the right order and knowing when to stop • Graphical Conditional Formats – the detailed options • Using invisibility to your advantage

### **Reference Texts**

1. Advanced excel reporting for management accountants (Wiley corporate F&A) , Neale Blackwood
2. Excel 2010 , John Walkenbach
3. Learn excel 2010 expert skills with the smart method, Mike Smart



**SEMESTER 4**  
**PAPER 2-PEACHTREE & QUICKBOOKS**

**INSTRUCTIONAL HRS-90**

**CREDIT-4**

**Learning Objectives** – Make the students aware of the essentials of Peachtree and Quick Books.

**Expected Coverage-** At the end of the program the students will be able to understand the Foreign Accounting Software and develop the desirable attitude and skill in application of these knowledge in the real time environment.

**Evaluation Pattern-** The knowledge level will be examined through theoretical and practical examinations.

**Module 1-** Peachtree: Company Creation – Chart of Accounts –Cash Basis accounting – Various business types – General Journal Entries- Setup the beginning balance for Customers – Customer creation – Vendor Creation- Backup & Restore – General Ledger – Financial Statement – Income Statement – Balance sheet – Jobs – Jobs Reports –Daily Register – Cash Account register – Find transaction Report - Forms & Reports

**Module 2** -Inventory Creation – Stock Items – Purchase Order – Receive inventory – Inventory count & Inventory Adjustment – Item costing report- Inventory Adjustment Journal – Inventory Stock Status Report- Physical Inventory List- Inventory Profitability Report- Cost of sales Trend : Revenue, Cost of Sales, Gross Profit

**Module 3** - Customer & Sales Tasks – Customer – Jobs – Sales Taxes – Quotes – Sales Orders – Sales Invoices – Finance Charges- Receive Money – Bank Deposit – Customer Statements – Credit & returns – Aged Receivables – Sales Journal – Cash Receipts Journal- Invoice register- Customer Transaction History - Vendor- Write Checks – Purchase Orders – Enter Bills – Pay Bills – Void Checks – Credit & Returns- Aged payable- Purchase Journal- Check Register- Vendor Transaction History

**Module 4** - Banking Tasks- Reconcile Account- Bills to Pay and account Balances – Account Register – Bank Deposit Report –Account reconciliation with Excel – Export to Excel –Deposits in Transit- Outstanding Checks- Payroll- Employees – Pay Employees – Payroll Register – Payroll Check register – Tax Liability Report – Current Earnings report- Payroll Journal

**Module 5** -QuickBooks Pro Accounting – Screen Components –Menus & Tool Bars – Navigation – Entering Info- Backup – Chart of Accounts – Customer list – Vendor List – Employee List –Customize Forms –Bank accounts –Tracking credit card transaction –Analyzing Financial Data – Payroll – Estimating & Progress invoicing – creating Jobs – Project report – Financial report

## Reference Texts

1. Complete Accounting Essentials Using Quick books 2014 - *Carol Yacht & Susuan Crosson.*
2. Computer Accounting with Peachtree Complete - Sage by *Carol Yatch*
3. Using Peachtree Complete Accounting 2010 - Glenn Owen
4. Accounting Workbook for Peachtree 5.0 - Warren Allen

**Semester 6**  
**Paper 3- COMPUTERIZED ACCOUNTING**

**INSTRUCTIONAL HOURS-90**

**CREDIT-3**

**Learning Objectives** - To meet the demand for trained and professional accounting professionals in India. Give candidates the necessary skills to assess their own competence in carrying out a range of day-to-day computerized accounting routines and activities. Ensure an enhanced understanding of financial record keeping and computerized accounting using Tally ERP software.

**Expected Coverage** -Theoretical and practical aspects of Tally ERP 9

**Evaluation Pattern** - The knowledge level will be examined through theoretical and practical examinations.

**Course Contents**

**Module 1** -Tally ERP9 - Features of Tally – Screen components-Settings of Function Key's- Creation of Company- selecting a company – altering/ modifying company creation details F 11 Features – F 12 Configuration- Tally Security - Tally vault –Tally audit – advanced security control – back-up and restore Accounts Only-account groups – pre-defined groups – creating single & multiple groups – creation of primary account groups – creating ledger accounts in single & multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers- entering transactions in accounting vouchers- creating new voucher types – modifying an existing voucher – duplicating a voucher – optional vouchers –post-dated vouchers – reverse journal- Balance sheet – Profit and loss account – Trial balance – Day books-Account Book.

**Module 2** - Accounts With Inventory-Stock Group-Stock Item-Stock Categories-Unit of Measures- Godowns- creating, displaying, altering Inventory Vouchers- using inventory vouchers – using accounting vouchers with inventory details (invoice mode) - – inventory reports - stock summary - inventory books – statement of inventory.

**Module 3** - Advanced Accounts & Inventory- Bill wise details-Multi Currency-bank reconciliation statement - creating budget -generating reports - configuring reports– statement of accounts – ratio analysis - cash flow -fund flow – list of accounts – exception reports cost categories- cost centers – creating cost categories and cost centers - displaying, altering and deleting cost categories and cost centers – purchase / sales orders – Reorder Level-Actual & Billed Qty-Batch wise Details-Price List-Manufacturing Journal

**Module 4** - Payroll: Enabling payroll – creating pay heads – single/multiple creation of employee groups - single/multiple creation of employee head – salary details – configuration of salary details – creating units of work – managing and creating attendance / production types – F 12 payroll configuration – payroll vouchers – creating payroll voucher types -displaying, altering and deleting payroll documents – payroll reports (full) – configuring all payroll reports – statutory deductions – PF – employers contribution to PF – PF ledger heads – PF related heads in

pay structure –gratuity calculation, creation and accounting - generating a sample pay slip – employee loan & salary advance management

**Module 5** –Accounting of Tax – F 11 & F 12 settings for taxation – TDS - ledgers related to TDS – creating TDS voucher types - TDS reports – TCS – service tax - VAT –VAT terminologies – computing VAT – ledgers and vouchers pertaining to VAT – VAT reports – VAT forms – interstate trade and CST-FBT-Service Tax

### **Reference Texts**

Tally Manuel Vol 1 to Vol 5 –Tally Academy - Tally Solutions India

Tally ERP 9 in Simple Steps - Kogenet Learning Solutions Inc.

Computerized Accounting - K K Tomy

## SEMESTER 6

### Paper 4- DATABASE MANAGEMENT SYSTEM FOR BUSINESS

**INSTRUCTIONAL HRS-90**

**CREDIT-4**

**Learning objectives** - The objective of this course is to familiarize students with database concepts and equip them to handle database management system for business firms.

**Expected Coverage** – Fundamentals of data base management

**Evaluation Pattern** - The knowledge level will be examined through theoretical and practical examinations.

#### Course Contents

**Module 1-** Database Concepts: Database – File structure – Database terminology – Data entities – attributes & Keys – DBMS – Advantages of Database systems – Data Independence – Components of DBMS- RDMS & Relationships in Database: Data Models – Relational Data Model – RDBMS – Relationships - Types of Relationships – one to many – one to many – many to many – defining relationships – referential integrity. Public & Primary key.

**Module 2** - Basic Elements of Ms- Access 2007: Introduction – Objects in Ms- Access - Create, open, and close a database -- Creating a data table –different ways of creating tables - Data types - The primary key - Properties of the fields - Saving a table - Closing a table - Modifying data tables - creating table relationships – editing relationships.

**Module 3** - Queries & Forms in Access: Types of queries - Creating a query - saving queries – summary queries – cross tab queries – Action queries – Forms - The form's wizard - Editing the data in a form - The Form design view - The Form design bar - The Toolbox - Working with controls.

**Module 4** - Reports in Access: The Report's wizard - The Report design view - The Report design bar - The Toolbox - The Preview window - Grouping and Sorting - Printing a Report

**Module 5 - Practical training** – Creating and Modifying Data base - Creating Relationship between tables - Using Queries for viewing and modifying data from tables -Working with forms -Managing controls in forms -Generating Reports

#### Reference Texts

1. Database Management System a Practical Approach Paperback – Rajiv Chopra, S Chand

**. OPEN COURSE IN COMMERCE**  
  
**SEMESTER 5**  
**FUNDAMENTALS OF ACCOUNTING**

**INSTRUCTIONAL HOURS-72**

**CREDIT-4**

**Learning Objective-** To familiarize the non Commerce students with the basic accounting principles and practices in business.

**Expected coverage** – the fundamental of accounting and their practical applications .

**Evaluation Pattern** – The theoretical and practical knowledge of the students must be examined through examinations consisting of 60% problem based and 40% theory based questions.

**Module-1** Accounting meaning Objects- Concepts and Conventions-Double Entry Books of Accounts Book keeping and Accounting Accountancy The language of the Business World Principles of double entry Advantages of double entry. (20hrs)

**Module-2** Journal- Rules of debit and credit - Kinds of Accounts Journalising .(10hrs)

**Module-3** Ledger Sub divisions of ledger Account Form of an Account Posting of Journal Balancing of Accounts-Cash book (simple, triple column)-Petty Cash book. (20hrs)

**Module-4** Trail Balance Meaning Objects-Summary of Accounting Entries .(10hrs)

**Module-5** Final Accounts-Trading and Profit and Loss Account Balance Sheet (with the adjustments of prepaid, outstanding, and depreciation ) (12hrs)

**Reference Texts**

1. Advanced Accountancy- R L Gupta and M Radhaswamy.
2. Advanced Accounting - S P Iyengar.
3. Advanced Accountancy P C Tulsian.
4. Elements of Book Keeping and Accounts M C K Nambiar
5. Fundamentals of Accounting S Kr. Paul.
6. Advanced Accounting, M.C.Sukla and T.S.Grewal.